



City of Riverside  
Personnel Policy and Procedure Manual

Approved:

\_\_\_\_\_  
Personnel Director

\_\_\_\_\_  
City Manager

Number: I-10 Effective Date: 5/92

**SUBJECT: SECONDARY EMPLOYMENT OR BUSINESS ACTIVITY**

**PURPOSE:**

To provide guidelines for City employees engaging in employment with a second employer or engaging in self-employment.

**POLICY:**

Any employee in the classified service of the City shall secure the approval of his/her department head and the City Manager in order to engage in any work activity in addition to their regular employment with the City, whether for a public agency, private company, or self-employment.

To obtain approval to engage in secondary employment, a City employee shall obtain a Request to Engage in Outside Employment (Form 131-35) from the Personnel Department, complete and submit to his/her department head this form for approval at least two weeks prior to the actual start of such secondary employment.

An employee, planning to continue previously approved secondary employment, shall be required to obtain reapproval no later than January 31 of each year. A new Form 131-35 shall be completed and submitted for each reapproval.

In evaluating a request to engage in secondary employment, consideration shall be given to the following:

1. Impairment of Efficiency and Physical Well-Being - The secondary employment must not involve such time demands or performance of such arduous tasks so as to interfere with employee effectiveness or leave the employee tired or subject to injury in the City position.
2. Workers' Compensation - The secondary employment must not leave the City liable for any injury or illness incurred in such secondary employment.
3. Conflict of Interest and Public Relations - The secondary employment must not, or must not have the potential to, adversely affect or reflect upon the employee, the employee's position with the City, or the City.

A certificate showing Workers' Compensation insurance coverage by the second employer must accompany each request for approval and reapproval of secondary employment and, for self-employment within Riverside City limits, the employee must obtain any business tax certificate or permits required by City Ordinance.

Secondary employment without permission can result in disciplinary action up to and including dismissal. Permission for secondary employment is evidenced only by a copy of Form 131-35 with all required approvals.

As an adjunct to the above, recommendation for any product, person or agency that can be construed as an endorsement by the City because of the position held by an employee shall not be made unless prior approval has been secured from the employee's department head and the City Manager.

### **PROCEDURE:**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Employee	1. Notifies immediate supervisor that secondary employment is being considered.
Department	2. Obtains a Request to Engage in Outside Employment (Form 131-35), from Personnel Department for employee.
Employee	3. Completes and signs Form 131-35. <ul style="list-style-type: none"> <li>a. Attaches copy of secondary employer's Certificate of Workers' Compensation insurance.</li> <li>b. Obtains business tax license and/or permits, if applicable.</li> <li>c. Submits to immediate supervisor for processing.</li> </ul>
Department Head	4. Evaluates request and either approves, approves with modifications, or disapproves. <ul style="list-style-type: none"> <li>a. If disapproves, notifies employee with reason for disapproval.</li> </ul>

- |                      |  |
|----------------------|--|
|                      | b. If approves or approves with modifications, transmits to Personnel Director for further processing.   |
| Personnel Director   | 5. Reviews and recommends to the City Manager approval, approval with modifications, or disapproval of the request.  |
| City Manager         | 6. Reviews request.<br><br>a. Approves or approves with modifications and transmits to the Personnel Department.<br><br>b. Disapproves request and transmits, with reason(s), to the Department. |
| Personnel Department | 7. Separates Form 135-35, original to employee's official personnel folder, one copy to employee's department, and one copy to the Business Tax Section of the Finance Department.               |
| Department           | 8. Notifies employee of decision on request to engage in secondary employment.   |
| Employee             | 9. Annually, prior to January 31 of each year, submits a new Form 131-35 for approval of secondary employment.   |

Attachment:

1. Request to Engage in Outside Employment (131-35)

CITY OF RIVERSIDE  
Personnel Department  
REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT

Name \_\_\_\_\_ Job Title \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

*Please fill out this portion if you are employed by someone other than the City of Riverside.*

\_\_\_\_\_  
Outside Employer's Name      Outside Employer's Address      Telephone Number

\_\_\_\_\_  
Outside Employer's Workers Comp. Ins. Carrier      Certificate No.      Expiration Date

A COPY OF THE CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS FORM

*Please fill out this portion if you are self-employed on a part-time basis*

\_\_\_\_\_  
Name of Business      Address of Business      Business Tel. No.

Business Tax License No. \_\_\_\_\_ Date of Issuance \_\_\_\_\_

*This portion should be filled out whether you are self-employed or employed by someone else.*

Type of outside employment and description of duties: \_\_\_\_\_

\_\_\_\_\_  
Number of hours per week \_\_\_\_\_ Duration of job \_\_\_\_\_ weeks \_\_\_\_\_ months

*I hereby request permission to engage in outside employment during my off-duty hours or vacation time. In requesting this permission I understand and agree to the following conditions:*

1. That my outside employment will not interfere with my regular City job and that I will respond immediately if recalled to duty with the City.
2. That the nature of my outside employment is such that there will be no conflict of interest with my City employment.
3. That the City of Riverside will not be subject to claim or be held liable for any damages, injuries or illnesses incurred through my outside job.
4. That this permission may be revoked at any time and will be automatically revoked upon a significant change in hours or duties or upon termination of my employment with the above employer and that I will notify the City if such should occur.

\_\_\_\_\_  
Employee's Signature

APPROVALS:

\_\_\_\_\_  
Department Head      Personnel Director      City Manager

THIS FORM WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE PORTIONS ARE COMPLETED